

A D V E R T I S E M E N T

Applications are invited for filling up of 1 (one) post of Accounts Assistant on contractual basis for one (1) year on a consolidated pay of Rs. 20,000/- (rupees twenty thousand only) per month in the office of the District Legal Services Authority, Tinsukia.

Details of post and terms and conditions are as follows :

1. Name of Post – Accounts Assistant
2. Number of Post – 1 (One)
3. Educational Qualification – Graduate with Accounts/Computer Knowledge.
4. Addl. Qualification – Handling accounts work/Typing skill.
5. Age – 18 years to 38 years as on 01.08.2016.
6. Scale of Pay – Consolidated pay of Rs. 20,000/- (rupees twenty thousand only) p.m.
7. Application shall be in Standard Form of Application with copies of necessary testimonials and four recent photographs.
8. Last date of receipt of Application forms – 02.09.16. No T.A./D.A. will be admissible.
9. Tentative date of written examination – 18.09.16.
10. The Application Forms are to be submitted in the office of the Undersigned in between 10 a.m. to 5 p.m. on working days.
11. The examination shall be held and total marks shall be 200 in total, and the written examination shall be for 100 marks, the test in knowledge and proficiency in computers shall be for 70 marks and the viva-voice shall be for 30 marks.
12. The written examination of 100 marks shall consist of 50 marks for General English 25 marks for General Knowledge and 25 marks for General Aptitude. Preference shall be given for experience in handling matters of accounts, pay bills, O/E bills, TDS, VAT, etc.

20/08/16.
**District & Sessions Judge-cum-
Chairperson, D.L.S.A., Tinsukia.**

District & Session Judge

-Cum-
Chairman, D.L.S.A.
Tinsukia